



King County
REGIONAL HEALTH ADMINISTRATOR
(JAIL HEALTH NURSING ADMINISTRATOR)
PUBLIC HEALTH- SEATTLE & KING COUNTY
CHARS/JAIL HEALTH SERVICES
Annual Salary Range \$78,643 - \$99,685
Job Announcement No: 04MH4200
OPEN: 4/12/04 CLOSE: Open Until Filled

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Bette Pine at (206) 296-1084 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Correctional Facility, 500 Fifth Ave., Seattle and Regional Justice Center, 620 West James St., Kent.

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE: The responsibilities of this classification are to manage the planning, implementation, direction, and evaluation of the operations for assigned Public Health region (in this case jail health nursing); act as the public health official for assigned region (Jail Health Nurse Administrator); and to have lead responsibility for public health issues and programs in assigned region (jail health nursing). **Job Summary:** The Jail Health Nurse Administrator develops and maintains systems and infrastructure to ensure that there is a qualified and appropriately licensed/credentialed jail health services nursing workforce; standards and guidelines for quality nursing practice are established; auditing and evaluation methods are in place to evaluate and improve nursing practice; strategies for professional training and workforce development exist; and Jail Health Services are in compliance with community standards of practice, relevant State and Federal laws, Department policies and procedures, and NCHCC standards. The Nurse Administrator provides managerial oversight of all professionally licensed nurses (LPN and RN, ARNPs) working in Jail Health Services (JHS) and directly supervises the Personal Health Services Supervisors (PHSS).

- Establishes and maintains clinical standards, and procedures, for the Jail Health Services nursing services to assure that quality and consistent services are delivered. Implements, evaluates, and monitors these services in collaboration with facility administrators, healthcare managers and nursing supervisors.
- Develops Jail Health Services policy and interprets Public Health department policy to facilitate and ensure uniform delivery of services within the program. Issue procedures in accordance with established standards and policies for the fulfillment of program goals and ensuring compliance with safety and infection control.
- Works collaboratively with the Medical Director and lead representatives from other disciplines to ensure staff and resources are managed in order to provide offenders with appropriate and timely nursing services consistent with established standards. Implements organizational and/or staffing changes as necessary to provide for adequate coverage

- Evaluates the performance of subordinate nursing and related staff and prepares formal reports of performance. Provides technical assistance to nurses in the delivery of nursing care. Provides overall direction for a comprehensive in service and continuing education program.
- Assumes responsibility for immediately addressing and resolving to the best of their abilities any observed deficiencies in clinical skills or violations of the Nurse Practice Act, JHS policies and procedures, or DAJD Policies and Procedures and for notifying the Jail Health Services Manager.
- Serves as the point of contact for outside health care organizations seeking information about opportunities within JHS.
- Collaborates on the recruitment, interviewing, and hiring process and coordinates all JHS nursing employment activities with Public Health's Nursing Office and Human Resources.
- Assists in the preparation and development of the budget relative to the requirements for nursing services. Prepares program plans and associated budget(s) for the nursing program, ensuring that the nursing process is used to design and provide nursing care to meet the individual needs of patients.
- Determines suitable organization structure and staffing requirements for the nursing division. Accountable for an adequate mix of nursing licensure is available on all shifts to meet the needs of the Jails and to meet the license supervision requirements of the Nurse Practice Act
- Ensure that patient care follows internal JHS policies and procedures as well as DAJD policies and procedures. Establishes, interprets, and disseminates department policy and protocols to ensure uniform delivery of services and promotes quality assurance
- Evaluates programs and nursing services being provided within Jail Health Services
- Creates a work environment that values high ethical standards, emphasizes safe, high quality nursing care, nurtures teamwork, and encourages activities that lead to continuous improvement. Ensures proper labor relations and conditions of employment are maintained.
- Ensure the development and maintenance of Nursing Protocols to be utilized throughout the Jail Health Services system. Evaluates programs and nursing services being provided within Jail Health Services.
- Provides nurse managerial training for Nursing Supervisors (PHSS and APHSS) to assist them in identifying areas of deficiency in line nurses and to facilitate a consistent evaluation process throughout JHS for all nurses. Serves as consultant to clinical supervisors on technical and disciplinary issues.
- Represent Jail Health Services on Nursing Leadership Teams within Public Health; develops and maintains cooperative working relationships with other health care providers and agencies to enhance continuity and coordination of patient care.
- Collaborates with the Staff Development Specialist in the Nursing Office on nurse education opportunities and curriculum development with local Schools of Nursing to broaden the opportunities for student nurses in Correctional Nursing and to foster recruitment of nurses into JHS.

QUALIFICATIONS:

Working Knowledge of:

- Washington State Nurse Practice Act and its associated Rules
- Managerial principles and practices as they pertain to the delivery of health care nursing services in correctional health care or emergency/acute services
- Complex nurse scheduling matrices that can accommodate multiple schedule variables, including 12-hour shifts, appropriate licensure mixes, and adequate cross-coverage between medical and mental health patient care responsibilities

- Infection and disease prevention and control.
- Quality assurance processes and standards within a health care environment.

Ability to:

- Plan, formulate and execute nursing programs and to make professional nursing and administrative decisions within the framework of established policies and procedures.
- Mediate employee disputes with sensitivity to both sides as well as a firm grasp of the needs of JHS.
- Work in a confined atmosphere providing health care services to prisoners.
- Handle stressful situations in a calm and professional manner.
- Establish and maintain effective communication and working relationships with co-workers and medical service providers.
- Communicate effectively with people from a variety of socioeconomic and ethnic backgrounds.
- Understand and apply security measures in the jail environment.
- Work flexible hours including off hours, holidays, and weekends.
- Document forms, charts, and logs accurately, completely, and legibly in a timely manner.
- Accurately observe and document events.
- Learn and effectively apply policies and procedures to specific situations.
- Complete job's essential functions within the agreed work time, with or without reasonable accommodation.
- Demonstrate proficiency in clinical nursing procedures.
- Equipment: Ability to use satisfactorily:
Standard office equipment (photocopying machine, fax, typewriter, computer)
- A wide variety of medical equipment common to adult medicine such as EKG's, autoclaves, glucometers, thermometers, sphygmomanometer, centrifuge, stethoscopes, Ambu-bags, oxygen cylinders and regulators, etc.
- A Masters degree involving major study in nursing, five years of professional nursing experience, and at least four years of progressive management and supervisory experience are required.
- Must have an unrestricted Registered Nurse license to practice in the State of Washington
- Must have a demonstrable variety of clinical experiences and sufficient mastery of clinical nursing skills to serve as a mentor and instructor to less experienced nurses
- Basic Life Support (BLS) certification
- Advanced Cardiac Life Support (ACLS) certification within one year of employment.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Use of ID badge is required.
- Current Washington State driver's license or the ability to travel through King County in a timely manner.

UNION MEMBERSHIP: This position is non-represented.

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